

**POLICIES FOR USE OF SMALL ENCLOSED ROOMS**  
**AT MONTGOMERY PUBLIC LIBRARIES**

- Effective January 1, 2011
- Small enclosed rooms are available on a walk-in, first come first served basis. No advance reservations will be taken.
- Room sign up is required and will be handled at the branch level.
- Small enclosed rooms may be occupied for up to 2 hours per day.
- The maximum number of people in a room is predicated on fire code and available seating.
- Food is not permitted; water is the only drink allowed.
- Chairs or tables from other areas of the library may not be moved into the room.
- No materials may be pinned, taped, or otherwise affixed to the wall, tables or furniture.
- Only the following materials are permitted for use in these rooms:
  - Poster board, paper, construction paper
  - Pencils, pens, crayons, washable non-permanent markers
  - Scissors; blunt end scissors in Children's private group study Room
  - Washable, non-toxic glue sticks
  - Scotch tape, stickers
  - Dry erase markers for white boards
  - All other crafting materials are prohibited.***
- Customers are expected to leave the room in the condition in which it is found. The responsible party who has occupied the room will be accountable for reimbursing the County (at the price assessed to the County) to repair any damage to carpeting, paint or furnishings. The customer (and any members of their group) will not be allowed to occupy the room until such restitution is made.
- Abuse of the room or furniture will be cause for suspension of usage privileges.
- All trash and paper must be removed from the room at the end of your booking.
- Customers must follow staff instructions; staff are the final arbitrators.